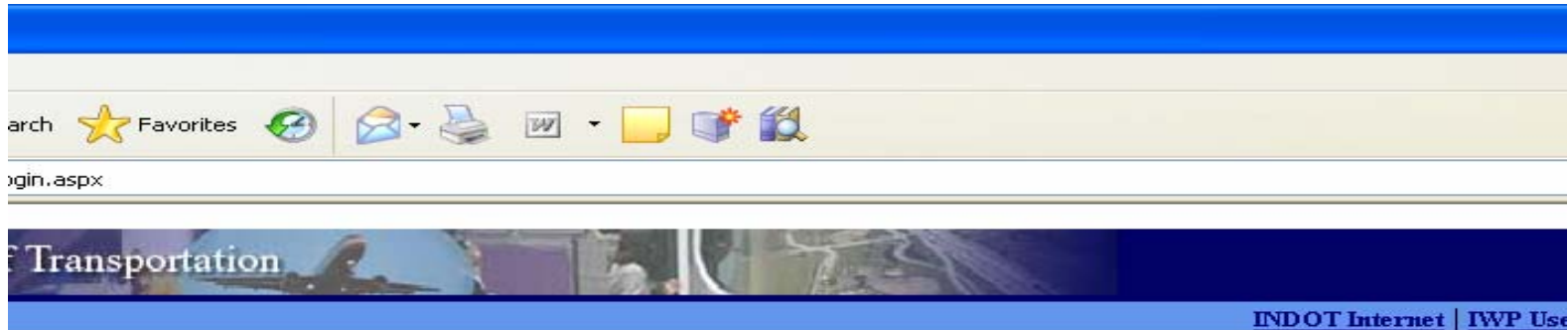**INDOT Web Portal – New Company Enrollment and Association**
Cities and Counties

Step 1 Enroll a new city or county

To enroll a new city or county in the INDOT Web Portal, follow the steps below:

1. Go to https://netservices.indot.in.gov/iwp/login/login.aspx
2. Click on **Complete an organization enrollment form**

For external users this portal serves the following business processes: Design Submittal, Federal Aid Application, Prequalification of Consultants, Letters of Interest for Design RFP's, Real Estate Document Management, Geotechnical Engineering Document Management, and Subcontractor Payment Tracking.

INDOT Web Portal Login

Currently Supported Browser: IE 6.0

Please enter your User ID:

User ID : _____

LOGIN ▶

Do you need to apply for a user account? ▷▷ Complete a user enrollment form

Do you need to enroll a new organization? ▷▷ Complete an organization enrollment form

If you have any questions or comments regarding this web application, please contact the INDOT HELP DESK

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3.   From the 'Organization Type', select City, County or Town and fill out the remaining information.
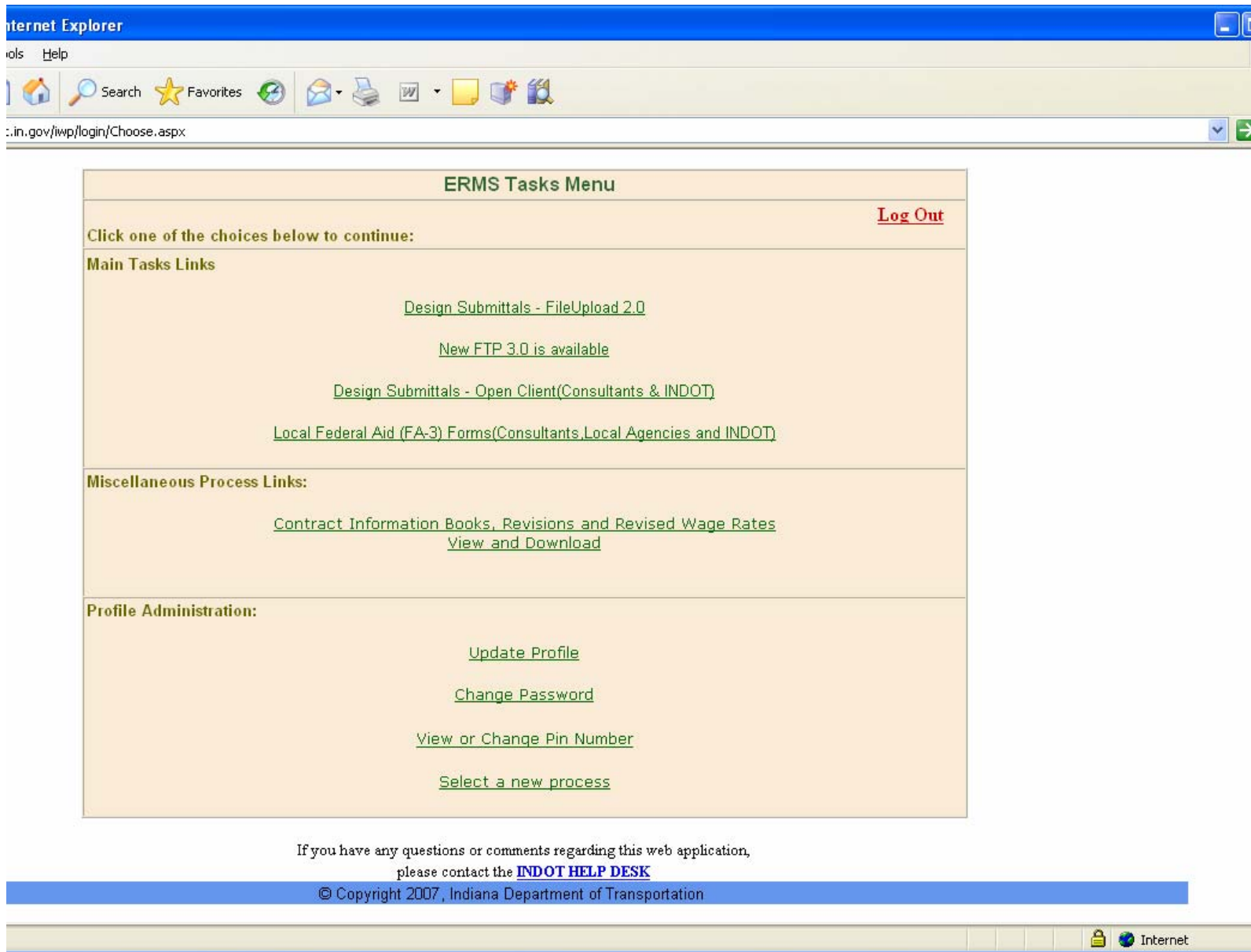
4.   You should see a confirmation screen indicating you will receive a user ID and password via email within 24-48 hours.

Step 2 Associate with a city or county
After the county or city contact person receives the email, other users* can associate themselves with the county or city by following the steps below.
* If there is not an existing user ID, please step 3 for New User Enrollments.
1.   Log in to the INDOT Web Portal at https://netservices.indot.in.gov/iwp/login/login.aspx

2.   Click on 'Update Profile'.

3. In the Associated Organizations section, choose the county or city from the 'Available Organizations' drop-down list, then click the 'select' button.

4. Click 'update' to complete the request.

An email will be sent to the contact person for the county or city requesting approval for the user to associate with the county or city. The association is not complete until the county or city approves the request.

Step 3 Enroll as a new user.
If one does not have an INDOT Web Portal user ID, he must complete a new user enrollment. Follow the steps below to enroll for a new user ID.
1.   Go to https://netservices.indot.in.gov/iwp/login/login.aspx
2.   Click on **Complete a user enrollment form**

3.   Select the type of user from the drop-down list.

4.   Check 'no' for the prequalification answer.

5.   Choose the county or city from the 'Available Organizations drop-down list, then click the 'select' button. Then, click 'continue'.

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6.   Complete the Enrollment Form, and then click 'continue'.

4.   An email containing the new user name and password will be sent within 24-48 hours.